



JACKSON COUNTY UTILITY AUTHORITY

Serving the People...Protecting the Environment

Directors

Thomas Eldridge • Jackson County
Andrew J. Elly • Moss Point
Frank Mallette • Jackson County
Guy Moore • Pascagoula
Jerry Munro • Ocean Springs
Marshall Smith • Gautier
Tom Stennis • Jackson County

Jackson County Utility Authority

Regular Meeting

Board of Directors

September 28, 2020

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., September 28, 2020, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Director Eldridge, President; Director Munro, Vice President, Director Elly, Secretary / Treasurer; Director Smith, Vice Secretary / Treasurer and Director Mallette. Director Moore attended Remotely. Director Stennis was unable to attend. It was determined there was a quorum.

Also present were: Eric Page, Executive Director; Chase Glisson, Engineering Manager; Johnny Groue, Operations Director; Tara Sistrunk, HR/ER Manager; Lynette Hardin, Accounting Supervisor; James Heidelberg and April McDonald, Authority Counsel. Attending Remotely: Linda Gasaway, Lead Administrative Assistant; Carrie Dennis, O&M Manager; Robert Teem and Pete McMaster, Arcadis; Greg Brown, Pickering; Dennis Reeves and Joshua Brick, Neel-Schaffer; Shawn Wozencraft, Michael Baker; Chuck Starling, Kimley-Horn; Franklin Kyle and George Sliman, SunStates Development.

2. Devotion

Eric Page, Executive Director, presented the invocation.

3. Pledge of Allegiance

Director Munro led the Pledge of Allegiance.

4. Changes to Agenda, If Any

Director Eldridge asked if there were any changes to the Agenda. There were none.

5. Public Recognition

Director Eldridge recognized Mr. Franklin Kyle and Mr. George Sliman with SunStates Development, regarding Item 7.H.

6. Discussion Agenda

A. Expenditures, **Exhibit "A"**

Following questions, comments and discussion, Director Munro made a motion to Approve the Expenditures as presented with a provision that Business Communications – IT Storage Area Network – Payment being Held until it is determined which Fiscal Year Budget the items will be paid from (FY2020 or FY2021); if FY2020, both items are Approved for Payment.

Director Mallette seconded the motion. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present. ***Note*** Staff did confirm both items are to be paid from the FY2020 Budget.

B. Bond Project Action

Director Smith entered the meeting at 4:14 P.M.

1. Approve – JCUA Wholesale Wastewater PS 2 Rehab, **Exhibit “B”**
Mr. Page deferred this item to Mr. Chase Glisson, Director of Engineering/Planning, to present. Director Munro made a motion to Approve Rehab of PS 2, NTE \$65,311.25, as presented. Director Moore seconded the motion. Director Eldridge asked if there were any questions or comments. Director Moore requested clarification regarding the In-House Cost. Mr. Glisson stated that the work will be completed using in-house staff with minimal support from outside services and reviewed the estimated cost. Following other questions and comments, motion carried with a unanimous vote by the Board Members present.
2. Approve – JCUA Retail Wastewater LS 22 Rehab, **Exhibit “C”**
Mr. Page presented both request for this item with Mr. Glisson providing additional information. Director Munro made a motion to Approve Rehab of LS 22, NTE \$65,311.25, as presented. Director Mallette seconded the motion. Director Eldridge asked if there were any questions or comments. Director Moore asked if there would be any outside quotes. Mr. Glisson stated that the only technical outside service quote would be for the bypass pump; which would be for four weeks. Following other questions and comments, motion carried with a unanimous vote by the Board Members present.

C. Hwy. 57 Utility Relocation – Phase 2 Final Invoicing / Closeout

1. Approve – Neel-Schaffer Professional Invoices No. 1066789-S, **Exhibit “D”**
Mr. Page presented this item stating that this is a closeout request for professional services related to contractor overrun of contract time. Director Smith made a motion to Approve Invoice No. 1066789-S as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.
2. Approve – Neel-Schaffer Professional Invoices No. 1066789-W, **Exhibit “E”**
Mr. Page presented this item stating that this is a closeout request for professional services related to contractor overrun of contract time. Director Munro made a motion to Approve Invoice No. 1066789-W as presented. Director Mallette seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

D. Information Only – Bond Commitment Review – Summary and Payout Schedule, **Exhibit “F”**

Mr. Page presented this item and deferred to Mr. Glisson for any questions. This was for information only, no action was required.

7. Administrative Items

A. Emergency Declaration for Hurricane Sally (Declared by Governor on September 14, 2020).

1. Approve – Consideration for Salary Compensation, **Exhibit “G”**

Mr. Page presented this item stating this is only for employees unable to work due to inclement weather due to Hurricane Sally. Following discussion, questions and comments, Director Munro made a motion to Approve Salary Compensation as presented. Director Moore seconded the motion. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

B. Approve – Water Meter Purchasing Agreement Addendum – Optional One (1) Year Renewal, **Exhibit “H”**

Mr. Page presented this item stating this is a one (1) year extension of the current Water Meter Purchasing Agreement. Director Munro made a motion to Approve the addendum as presented. Director Mallette seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

C. Approve – Longwatch SCADA Security Extended Software Maintenance, **Exhibit “I”**

Mr. Page presented this item. Director Smith made a motion to Approve the Annual renewal of the security software maintenance as presented. Director Elly seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

D. Approve – Miscellaneous Services Contract – Year Four (4) Extension, **Exhibit “J”**

Mr. Page presented this item stating that this is year four (4) of extension for Bid Form “C” only. Mr. Glisson provided additional information regarding Bid Forms “A” and “B”. Director Smith made a motion to Approve the extension as presented. Director Mallette seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

E. Information Only – Fleet Management Update, **Exhibit “K”**

Mr. Page presented this item, updating the Board regarding staff recommendation pertaining to a recent theft. This was for information only, no action was required.

F. Information Only – Professional Service Contract Standing, **Exhibit “L”**

Mr. Page presented this item. This was for information only, no action was required.

G. Information Only – Wholesale Wastewater PS 4 Repair Update, **Exhibit “M”**

Mr. Page presented this item updating the Board regarding the repair for PS 4. This was for information only, no action was required.

H. Approve – Fox Ridge Development – Will Serve Request, **Exhibit “N”**

Mr. Page presented Mr. Franklin Kyle, SunStates Development. Mr. Kyle addressed the Board regarding a Will Serve request pertaining to the Fox Ridge Development. Following questions, comments and discussion, Director Munro made a motion to Approve the Will Serve request contingent on SunStates Development obtaining a Bond based on capacity fee structure. Staff is to work with the developers to ascertain the amount of the Bond. Director Elly seconded the motion. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

8. Board Attorney Items

- Mr. Heidelberg, Legal Counsel, stated that Director Stennis had tendered his resignation effective 10/01/20. Mr. Hedidelberg will send a letter to the Jackson County Board of Supervisors regarding qualifications and term of office pertaining to this Board position
- Counsel updated the Board on Attorney matters. No Board action was taken.

9. Director Items

- Board Officer Election

Director Eldridge presented the Board Office Election Committee’s recommendations as follows:

| | |
|-----------------------------|----------------|
| President Elect: | Jerry Munro |
| Vice President: | Tommy Eldridge |
| Secretary / Treasurer: | Andrew J. Elly |
| Vice Secretary / Treasurer: | Guy Moore |

Director Smith made a motion to Approve the recommendations as presented. Director Mallette seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

- Director FY2021 – FY2022 Committee Assignments

Director Munro presented the FY2021 – FY2022 Committee Assignments as follows:

| | |
|-----------------------------|------------------------------------|
| Budget Committee: | Mallette / Moore / Board President |
| Compensation Committee: | Eldridge / Elly / Board President |
| Public Relations Committee: | Elly / Smith / Board President |

Rates & Billing Committee: Eldridge / Moore / Board President
Task Force Committee: Vacant / Smith / Board President
Audit Committee: Elly / Moore / Board President

- Director Eldridge requested an update regarding the Hwy. 63 facility.
- Director Eldridge requested clarification regarding the issues with Helena Park Water System during the inclement weather caused by Hurricane Sally.
- Director Moore requested an update regarding the upcoming Audit and meeting with the Auditors.
- Director Eldridge reminded the Budget Committee that there will be a Budget meeting on Tuesday, 09/29/20, at 10:00 A.M. at the JCUA Executive Conference Room.
- Mr. Page stated that the Jackson County Economic Development Foundation would like to schedule a meeting with the Board on Wednesday, 10/14/2020 at the JCEDF Conference Room. Directors Eldridge, Elly and Moore will be attending.

10. Executive Session (If Needed)

Director Eldridge asked if there was a need for Executive Session. Mr. Page requested Executive Session regarding Personnel matters.

At 5:15 P.M., Director Munro made a motion to go into Closed Session regarding Personnel matters for possible Executive Session. Director Smith seconded the motion. The motion carried with a unanimous vote by the Board Members present.

The meeting closed to determine reasons for need of Executive Session. In Closed Session it was determined there was a need to go in to Executive Session.

At 5:18 P.M., Director Elly made the motion to come out of Closed Session. Director Munro seconded the motion. The motion carried with a unanimous vote by the Board Members present.

At 5:18 P.M., Director Elly made a motion to go into Executive Session. Director Smith seconded the motion. The motion carried with a unanimous vote by the Board Members present.

In attendance were: Directors Eldridge, Elly, Mallette, Munro, and Smith. Mr. Page, Ms. Sistrunk, Mr. Heidelberg and Ms. McDonald. Director Moore attended remotely.

At 5:35 P.M., Director Elly made a motion that the Board come out of Executive Session and resume Regular Session. Director Smith seconded the motion. The motion carried with a unanimous vote by the Board Members present.

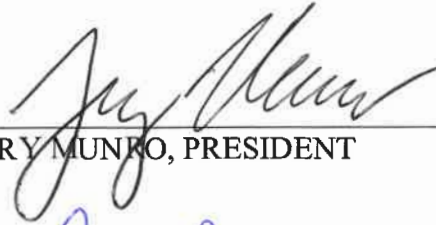
No business was undertaken in Executive Session.

At 5:35 P.M., the meeting was re-opened to the public and regular session resumed.

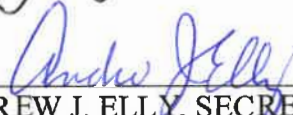
11. Adjourn

There being no further business to come before the Board, Director Munro made the motion to adjourn. Director Moore seconded the motion. The motion carried with a unanimous vote by the Board Members present. The meeting adjourned at 5:36 .P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 12th day of October, 2020.



JERRY MUNRO, PRESIDENT



ANDREW J. ELLY, SECRETARY-TREASURER